

PHOTO-ELECTRONICS SPECIALIST DEPARTMENT OF JUSTICE

OPEN NON-PROMOTIONAL

SPOT – SACRAMENTO



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-
2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

October 10, 2008- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. This is an Open Non Promotional Examination.

HOW TO APPLY

Applications (Form Std 678) may be downloaded from the State Personnel Board's website at www.spb.ca.gov. Applications **MUST** be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

RECRUITMENT SURVEY

As part of the application process, please follow [this web link](http://www.surveymonkey.com/dojpes) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at <http://www.surveymonkey.com/dojpes>.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that Qualifications Appraisal Interviews will be held in **November 2008**.

SALARY RANGE

Photo-Electronics Specialist \$4643 - \$5607

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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PHOTO-ELECTRONIC SPECIALIST
VF32-8472 TW

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BULLETIN RELEASE DATE: September 12, 2008
FINAL FILING DATE: October 10, 2008

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

MINIMUM QUALIFICATIONS

Five years of experience of increasingly technical difficulty in the repair, maintenance, modification, and design of electronic equipment, including:

Experience: One year of experience with a wide variety of complex communication equipment.

And

Experience: Significant experience in training non-technical personnel in the use of a variety of electronic or other sophisticated equipment.

(Full time training in engineering or the physical sciences at a college or university of recognized standing or full-time training in a curriculum in electronics at an accredited junior college or city college may be substituted for the general experience on a year-for-year basis up to two years.)

POSITION DESCRIPTION

The Photo-Electronics Specialist, Department of Justice, adapts, operates, and maintains in optimum condition a wide variety of electronic equipment such as miniature transmitters, receivers, remote control switches, closed-circuit video systems, video recording equipment, computers, and other digital equipment; operates optical and electro-optical equipment such as night viewing devices, video cameras, digital cameras, thermal imagers, and modifies this equipment to meet special operating conditions; operates audio and video enhancement labs; advises and assists State and local law enforcement agencies on the proper application and utilization of surveillance equipment, not only in the shop, but in the field in sometimes hazardous situations; trains State and local law enforcement officers in the proper use of surveillance equipment and in the defense against electronic eavesdropping devices; installs wire intercept equipment statewide; testifies in court as an expert witness; evaluates newly developed products to determine feasibility of use; reports on effectiveness of field installations; requisitions and maintains supplies, spare parts, and materials; and keeps records and prepares reports.

**EXAMINATION
INFORMATION**

The examination will consist of a **Qualification Appraisal Interview**, which will include a **Written Multiple Choice Exercise**.

The **written multiple choice exercise** will assess the candidate's knowledge of various photographic and electronic equipment. The candidate will review written text and provide responses to multiple choice questions. Candidates will be allotted time prior to entering the interview room to complete the exercise. The interview panel will score the exercise separately using a predetermined rating scale and predetermined scoring criteria. This testing component measures the following knowledge's:

Knowledge of:

1. The characteristics of various electronic components.
 2. Basic electronic physics.
 3. Personal computer functioning, including both hardware (e.g. mouse and keyboard) and software (e.g. word processing and Internet applications), for creating documents, conducting research, and communicating.
 4. Lens theory.
 5. Digital photography.
 6. Analog and digital video equipment
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**PHOTO-ELECTRONICS SPECIALIST
OPEN NON-PROMOTIONAL STATEWIDE**

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**EXAMINATION
INFORMATION
(Continued)**

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7. The construction and repair of complex electronic equipment and associated devices.
 8. 35mm photography using a wide variety of cameras and special purpose lenses

The **Oral Interview** will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel will evaluate the candidate's responses to each question using a predetermined rating scale and predetermined scoring criteria. This testing component measure the following knowledge and abilities:

Knowledge of:

1. The characteristics of various electronic components
2. Basic electronic physics
3. Personal computer functioning, including both hardware (e.g. mouse and keyboard) and software (e.g. word processing and Internet applications), for creating documents, conducting research, and communicating.
4. The construction and repair of complex electronic equipment and associated devices
5. Lens theory
6. Digital photography
7. 35mm photography using a wide variety of cameras and special purpose lenses
8. Analog and digital video equipment

Ability to:

1. Communicate information and ideas orally in a clear voice using appropriate tone, volume, vocabulary, grammar, speed, and non-verbal cues so others will understand.
2. Listen to and understand information and ideas presented through spoken words and sentences, including recognition of non-verbal cues

There will be one score based on the combined **Qualification Appraisal Interview** and **Written Multiple Choice Exercise**. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in this examination.

**QUALIFICATION APPRAISAL INTERVIEW/MULTIPLE CHOICE EXERCISE –
WEIGHTED 100.00%**

SPECIAL PERSONAL REQUIREMENTS	Ability to work independently and effectively in a liaison-consultant capacity; willingness to travel extensively; and ability to work under extreme stress in potentially hazardous and life-threatening situations.
ADDITIONAL DESIREABLE QUALIFICATIONS	Education equivalent to completion of an Associate of Arts or Associate of Science Degree in Electronics from an accredited institution.
VETERANS PREFERENCE CREDITS	Veteran's preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference credits.
CAREER CREDITS	Career Credits will be granted in this examination to California State employees with permanent civil service status.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P. O. BOX 944255
SACRAMENTO, CA 94244-2550
(916) 324-5039